

**Children's Trauma Assessment Center, WMU Unified Clinics**

**[www.wmich.edu/traumacenter](http://www.wmich.edu/traumacenter)**

**Training Coordinator**

Pay Type: Temporary

Hours: Part Time

Location: Kalamazoo, Michigan

Dept: Unified Clinics Childrens Trauma Assessment Center

WMU Children's Trauma Assessment Center is looking for an organized person to work part-time as a Training Coordinator. Individual will be primary person responsible for all communication between agencies and staff to schedule and track trainings. Proficient in Microsoft Office products and managing calendar systems required.

To apply email resume to [Joanna.c.randazzo@wmich.edu](mailto:Joanna.c.randazzo@wmich.edu) . Western Michigan University is an affirmative action equal opportunity employer

Position expire 4/20/2014

WMU is an EO/AA employer.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Revised: 10/2010